

UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



VACANCY ANNOUNCEMENT

February 26, 2019
Reference No.: FY 19-13

Position Title: Records Clerk – Part Time
Location: Clerk's Office, New York, NY
Salary Range: \$11.71 to \$18.38 per hour (CL 21/1 – CL 22/25)
Salary commensurate with experience, qualifications, and education
Closing Date: Open Until Filled

Position Overview: The Clerk's Office seeks a highly motivated, responsible, detail-oriented person to assist in daily administrative duties. The successful applicant should be able to work with a team and have excellent customer service skills. The incumbent will perform various administrative duties such as, copying, answering the phone, scanning, retrieving and boxing documents, labeling records, reviewing mail and distributing case files. Lifting of heavy boxes may be required at times.

Required Qualifications: The position requires a high school diploma or equivalent. To qualify for a higher rate of pay, applicants must have either: (i) one year (30 semesters or 45 quarter hours) of education beyond high school; or (ii) one year of general work experience involving progressively responsible clerical, administrative or other work that indicates the possession of, or the ability to acquire, the knowledge and skills needed to perform the duties of the position. Applicants must be able to work at least 20 hours per week from Monday through Friday, 8:30 AM - 5:00 PM. More than one position may be filled.

Conditions of Employment: Must be a U.S. citizen or lawful permanent resident seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments, which are "at will" and may be terminated with or without cause. All interns are subject to strict confidentiality requirements. The applicant(s) selected for the position will be brought on provisionally pending the results of a background investigation. Direct deposit of pay is required.

To Apply: Please submit a cover letter and resume as a single PDF attachment by email to resumes@ca2.uscourts.gov, subject line: Records Clerk, Reference No. FY19-13. Your cover letter should include your availability and best means of contacting you. Incomplete applications will not be considered. Only candidates selected for an interview will be notified. No phone calls, please.

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